

CHAPTER 97
COLLECTION SERVICES CENTER

PREAMBLE

The collection services center is the public agency designated by state law as the state disbursement unit with responsibility for the receipt, recording and disbursement of specified support payments within the state of Iowa. The administrative guidelines within this chapter describe the process of transferring support cases or information from the clerks of district court to the collection services center and the policies and procedures used to receive, monitor, and distribute support payments.

441—97.1(252B) Definitions. The definitions of terms used in this chapter shall follow those terms defined in rule 441—95.1(252B) with the exception or addition of the following:

“Collection services center” means the public agency designated to receive, record, monitor, and disburse support payments as defined in Iowa Code section 598.1, 252B.15 or 252D.16, in accordance with Iowa Code sections 252B.13A and 252B.14.

“Correlated non IV-D case” means a non IV-D case where income withholding information must be maintained by the unit in order to properly process an income withholding payment because the obligor has both a non IV-D and a current or former IV-D case.

“Former IV-D case” means a case that previously received services from the unit under rule 441—95.2(252B) but currently receives only payment processing services from the collection services center.

“Insufficient funds payment” means a support payment by check or other financial instrument which is dishonored, not paid, or the funding of the payment is determined to be inadequate.

“IV-D case” means a case that receives services from the unit under rule 441—95.2(252B), including payment processing services from the collection services center.

“Non IV-D case” means a support order that never received services from the unit under rule 441—95.2(252B), but that receives payment processing services from the collection services center for income withholding payments.

“Obligee” means the guardian, custodial parent, person, or entity entitled to receive support payments.

“Obligor” means a parent, relative, or any other person declared to be legally liable for the support of a child or the custodial parent or guardian of the child.

“Payor of income” shall have the same meaning provided this term in Iowa Code section 252D.16.

“Support payment” shall have the same meaning provided this term in Iowa Code section 252D.16.

“Unit” means the child support recovery unit as defined in Iowa Code section 252B.2.

441—97.2(252B) Transfer of records and payments. For non IV-D cases, the clerk of court shall provide core case information to the unit upon the filing of a new income withholding order or upon the request of the unit. For IV-D and correlated non IV-D cases, the clerk of court shall provide detailed case information to the unit upon request. After the establishment of a case, the unit shall send notices of transfer to obligors, obligees and payors of income based upon case type.

97.2(1) Transfer of information on non IV-D and correlated non IV-D cases.

a. In non IV-D cases, the unit shall request the following information necessary for the receipt, recording and disbursement of payments from the clerk of the district court:

- (1) The obligor’s name and address.
- (2) The obligee’s name and address.
- (3) The court order numbers.

b. In correlated non IV-D cases, the unit shall request the following information necessary for the receipt, recording and disbursement of payments from the clerk of the district court:

- (1) The obligor's name and address.
- (2) The obligee's name and address.
- (3) The court order numbers.
- (4) The income withholding order.

c. The clerk of the district court shall provide case information to the unit on a regular basis when an income withholding order is filed with a clerk of court or when the unit requests the information in order to process a payment.

d. The unit shall automatically create cases for payment processing based upon the information received from the clerks of court.

97.2(2) *Transfer of information on IV-D cases.* In IV-D cases, the clerk of district court shall provide the unit with the following information if the information has been provided to the clerk upon request of the unit:

a. The obligee's name, date of birth, last-known mailing address, the social security number if known and, if different in whole or part, the names of the persons to whom the obligation of support is owed by the obligor.

b. The name, birth date, social security number, and last-known mailing address of the obligor.

c. A copy of all support orders that establish or modify a support amount.

d. The names, social security numbers, and dates of birth of any minor dependents for whom support is ordered, if available.

e. A record of any support payments received by the clerk of district court prior to the transfer of case information and any payments received by the collection services center and the date of transfer to the collection services center.

f. A record of any determination of controlling order under the Uniform Interstate Family Support Act.

441—97.3(252B) Support payment records. Each IV-D, former IV-D and non IV-D case type shall have an official payment record.

97.3(1) *Official records for cases.* The official payment records for each case type shall be maintained by a designated entity.

a. The collection services center shall establish, maintain and certify the official support payment records for IV-D or former IV-D cases.

b. The clerk of the district court shall establish, maintain and certify the official support payment records for non IV-D and correlated non IV-D cases. The collection services center shall establish and maintain records for receipt and disbursement of income withholding payments for these cases, but shall not certify these records as the complete payment record.

97.3(2) *Informal conference for payment records.* The unit shall provide an informal conference or desk review regarding the contents of any support payment record to the obligor or obligee upon request.

a. In IV-D or former IV-D cases, the conference shall be available to review the payment record and to answer questions of the obligee or obligor regarding the accuracy of the record.

b. In non IV-D and correlated non IV-D cases, the conference shall be available to review the accuracy of the contents of any record of income withholding payments.

97.3(3) *Certified payment records.* The unit shall provide certified copies of the official support payment records as defined in paragraph 97.3(1)"a" to the public, upon request, as a public record.

441—97.4(252B) Statement of accounts. The unit shall send to obligors monthly payment statements of the amount due in IV-D cases not paying support through income withholding. The monthly statement shall contain payment coupons to assist the obligor in making support payments for the month. Unless support payments are paid by preauthorized withdrawal of funds through electronic transfer of funds from the financial institution account of the obligor, the obligor shall send a payment coupon with each support payment to designate to which support account the payment shall be applied.

441—97.5(252B) Method of payment. Payments shall be accepted in specific forms from obligors and payors of income.

97.5(1) Form of payment. Support payments may be paid in the form of cash, check, bank draft, money order, preauthorized withdrawal of funds, or other financial instrument, and sent by mail to the collection services center, or by electronic transfer of funds.

97.5(2) Treatment of insufficient funds payments. The unit shall have a process in place to handle insufficient funds payments.

a. An obligor or payor of income submitting an insufficient funds support payment to the collection services center shall be required to submit payments by cash, bank draft, or money order for a period of up to 12 months unless waived by the collection services center. Insufficient funds payments shall not be credited to the collection services center account for the obligor or shall be removed from the account if credited before sufficiency was verified. Insufficient funds support payments shall be subject to additional collection by the collection services center for the dishonored amount.

b. The collection services center shall not process additional payments other than cash, bank drafts or money orders from an obligor or payor of income who has previously submitted insufficient funds payments without first verifying the payment. The collection services center shall have a process in place to allow the obligor or the payor of income the opportunity to replace any additional monies submitted for payment of support before processing in order to avoid additional insufficient funds entries into the official payment records on the affected cases.

97.5(3) Distribution of payment. Nonincome withholding support payments received by the collection services center in IV-D, former IV-D, non IV-D, or correlated non IV-D cases which are not directed to a specific account or support obligation shall first be applied proportionately to the current support obligation on all cases for the obligor and, secondly, to the support arrearages owed by the obligor.

441—97.6(252B) Authorization of payment. The collection services center must authorize the generation of payments for support paid. The collection services center shall issue payments as follows:

97.6(1) Submittal of information to department of revenue and finance. In order to disburse payments to the obligee within two working days, the collection services center shall submit information daily to the department of revenue and finance to issue a warrant or electronic file transfer (EFT) payment to the obligee.

97.6(2) Release of funds. The following workday an electronic transfer of funds shall be sent to the designated account of the obligee or an alternate account to be accessed by the obligee through an electronic access card.

97.6(3) Electronic transfer. Obligees who want electronic transfer of support payments to a designated account shall complete Form 470-2612, Authorization for Automatic Deposit, and submit it to the collection services center. Any obligee not using automatic deposit to a designated account shall be issued an electronic access card for receipt of support payments.

97.6(4) Walk-ins. Support payments shall not be hand-delivered to the obligee on a walk-in basis.

97.6(5) Warrants. The collection services center may authorize generation of a warrant if necessary to meet federal requirements to disburse a payment to an obligee within two working days when electronic transfer is not feasible.

441—97.7(252B) Processing misdirected payments. If the collection services center receives a payment for which a corresponding obligee cannot be identified, the collection services center shall contact the person or entity that directed the payment to obtain additional information. Payments inappropriately directed to the collection services center shall be returned to the person or entity sending the payment.

These rules are intended to implement Iowa Code sections 252B.13A through 252B.17.

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